



Borrowing eAudiobooks with a MP3 Music Player

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OverDrive Desktop Application

To borrow library eAudiobooks and listen to them on a MP3 player (one that is not an Apple product, such as an iPod), you must borrow and download the eAudiobook to a computer and then transfer the eAudiobook to your MP3 player.

To borrow and download eAudiobooks to your computer, you must install a free software program called **OverDrive Desktop Application**. This is the program that manages the copyrights for library eAudiobooks

Download OverDrive Desktop Application

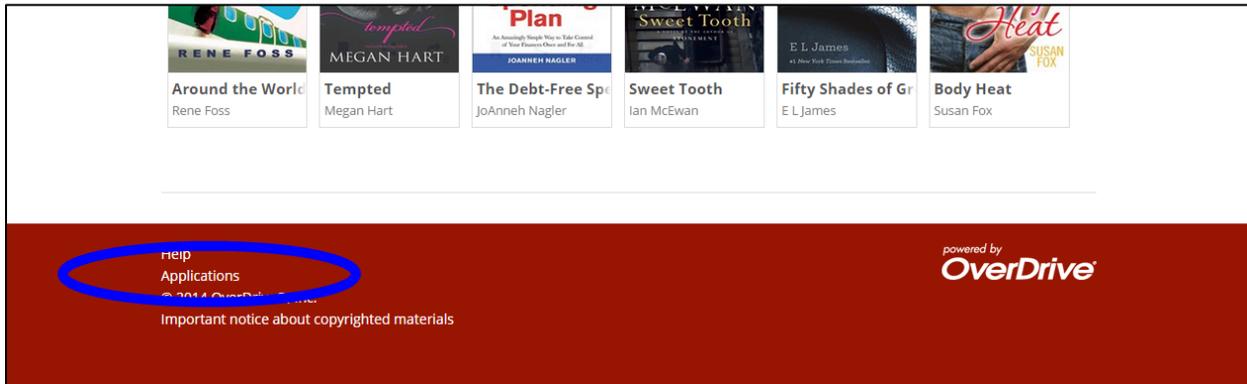
You **must** install the OverDrive Desktop Application to download eAudiobooks and transfer them to your MP3 player. This program manages the copyright information for eAudiobooks, as well as allowing you to transfer the eAudiobooks from your computer to your MP3 player.

You can download the OverDrive Desktop Application for free from the Whitby Public Library's digital library catalogue page.

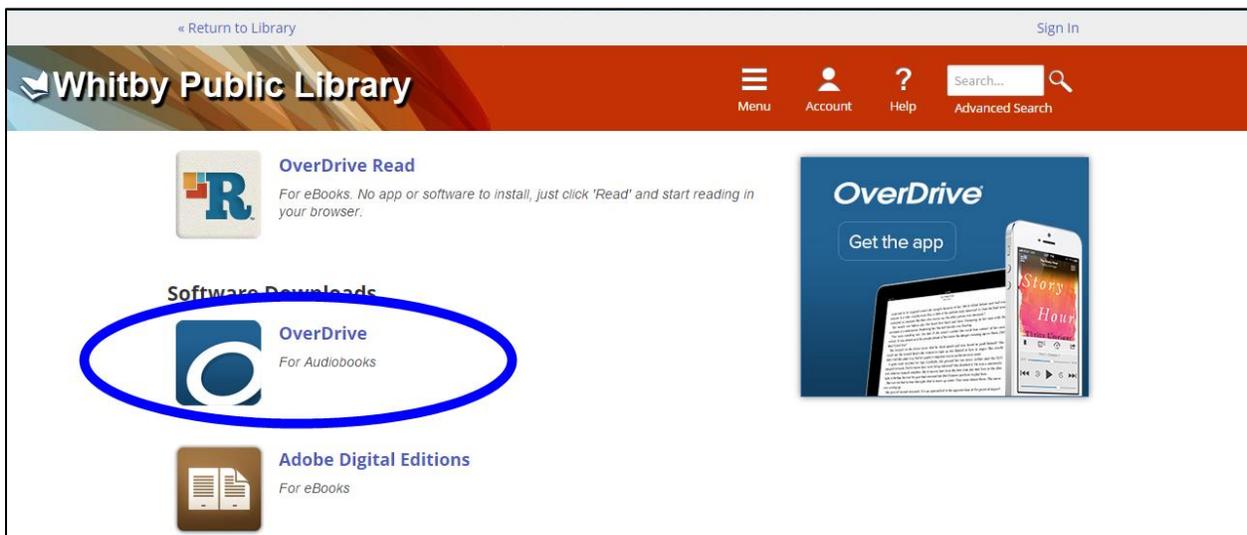
Using the Internet browser on your computer, visit www.whitbylibrary.on.ca and then click on the e-book logo on the right side of the page. (You can also go directly to our digital catalogue at digital.whitbylibrary.on.ca.)



Scroll down to the bottom of the page and click on **Applications**.



Select **OverDrive**



You will be taken to the OverDrive website. **Scroll down to the very bottom of the page** and select **Download for Windows Desktop**.



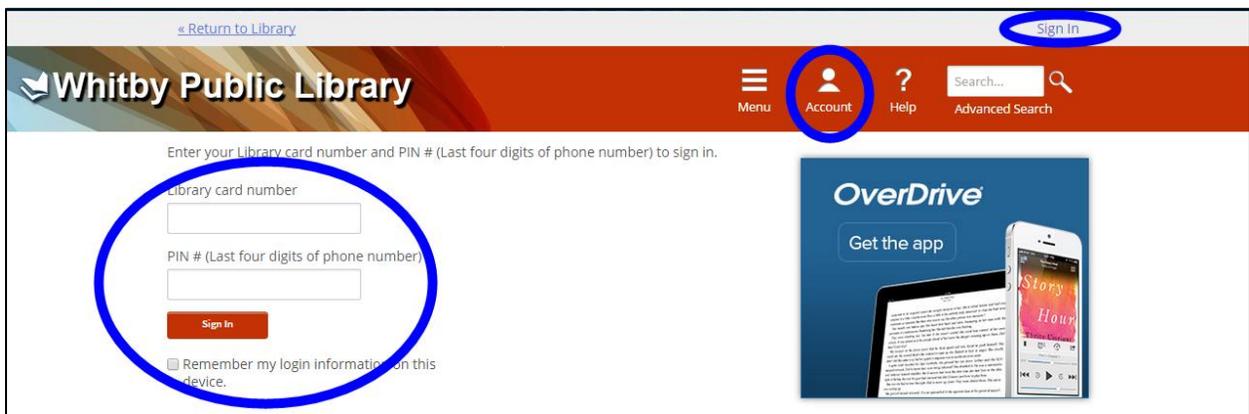
Once the setup wizard has downloaded, select **Open** and follow the prompts to install OverDrive Desktop Application on your computer.

Get EAudiobooks

Using the Internet browser on your computer, visit the Whitby Public Library's digital catalogue at digital.whitbylibrary.on.ca.

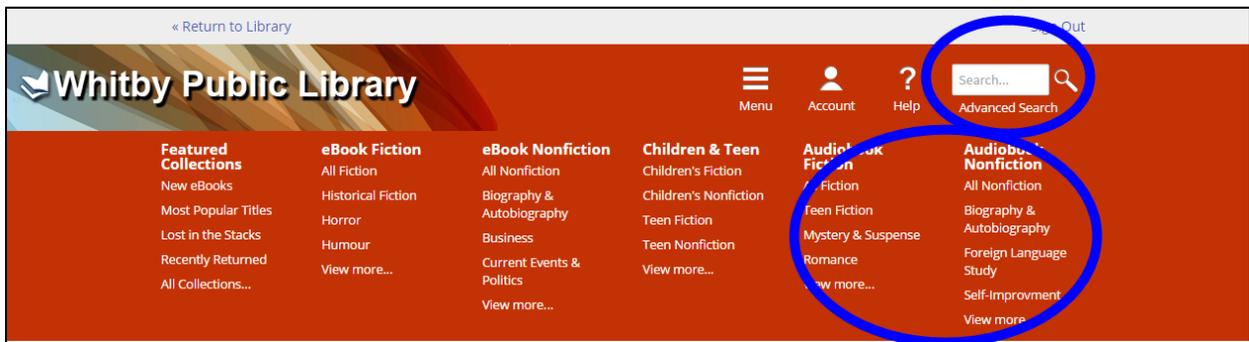
Sign In To Your Library Account

To sign into your Whitby Public Library digital account, click on **Sign In** or the icon of the head in the top right corner of the screen. Enter your library barcode number and your PIN (the last 4 digits of your phone number).



Find an eAudiobook to Borrow

You can find eAudiobooks to borrow and download using two methods. You can browse through the eAudiobooks by genre using the menu option at the top of the screen. You can also search for a specific title or author using the search box in the top right hand corner of the page.



Available eAudiobooks

The digital catalogue holds both eBooks and eAudiobooks. All eBooks and eAudiobooks are represented by a cover image. In the top right corner of the cover image is a small icon. The **book icon represents an eBook**, and a **headphone icon represents an eAudiobook**. If the **headphone icon is grey** the eAudiobook is **unavailable**. If the **headphone icon is black** the eAudiobook is **available to be checked out**.



Check Out an eAudiobook

To see a description of the book, click on the title of the eAudiobook. To borrow the eAudiobook, click on the red button that says **Borrow**. If the eAudiobook is not available, this button will say **Place a Hold**.



Once you click on **Borrow**, the book will appear on your digital library account bookshelf. Click on **Download** to start the download of the eAudiobook.

Bookshelf

Note
If you download a title, its Return Title button will disappear. [Learn about your other return options here.](#)
If a title is available to renew, the renew option will appear within 3 days of the title's expiration date.

Download
(MP3 Audiobook)

Download
(EPUB eBook)

Read
(In your browser)

Expires in 20 days

My Account:

Checkout limit:	12
Titles checked out:	2
Hold limit:	12
Titles on hold:	2
Wish list items available:	30

Once you download the file, a small prompt will appear near the bottom of the screen. Depending on which Internet browser you are using, you must click on either the **name of the file** or **Open**. This will open the file in the **OverDrive Desktop Application**.



OR

You have chosen to open:

Zoo.odm
which is: ODM file (4.2 KB)
from: <http://fulfill.contentreserve.com>

What should Firefox do with this file?

Open with OverDrive for Windows (default)

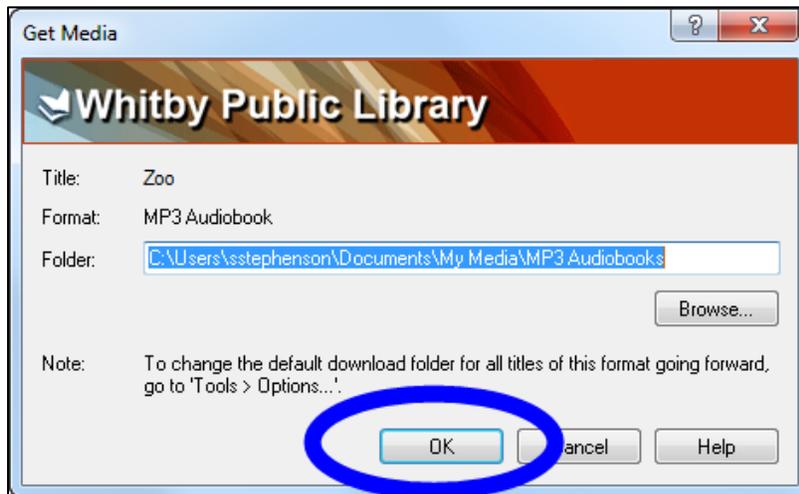
Save File

Do this automatically for files like this from now on.

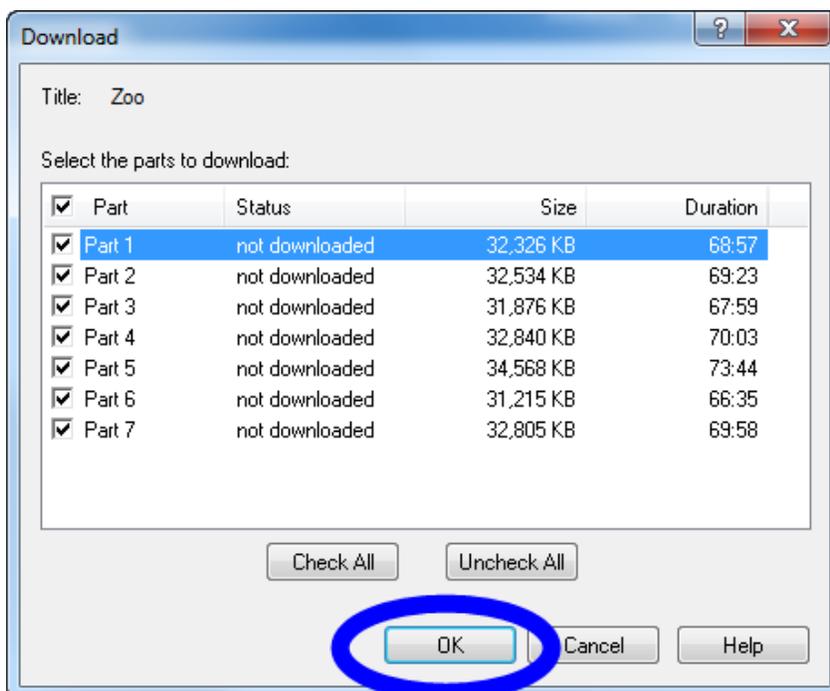
OK Cancel

Open the eAudiobook in OverDrive Desktop Application

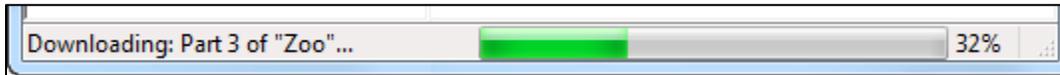
A small window will appear, prompting you to choose where the eAudiobook file will save on your computer once it is downloaded. It is okay to choose the default location (what automatically appears), although you can change this if you wish.



In the next window, leave all of the boxes checked and click on **OK** to download the full eAudiobook.

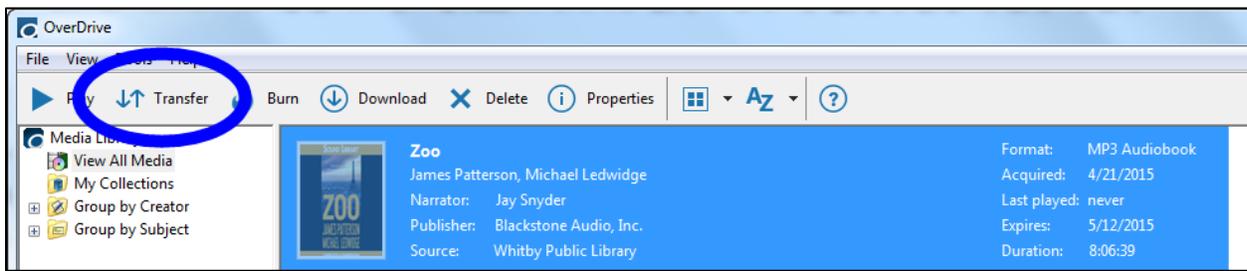


Make sure that the eAudiobook has completely downloaded to the OverDrive Desktop Application before proceeding to the next step. A status bar at the bottom of the OverDrive Desktop Application window will show you the progress of the download.



Transfer the e-Audiobook to an MP3 Player

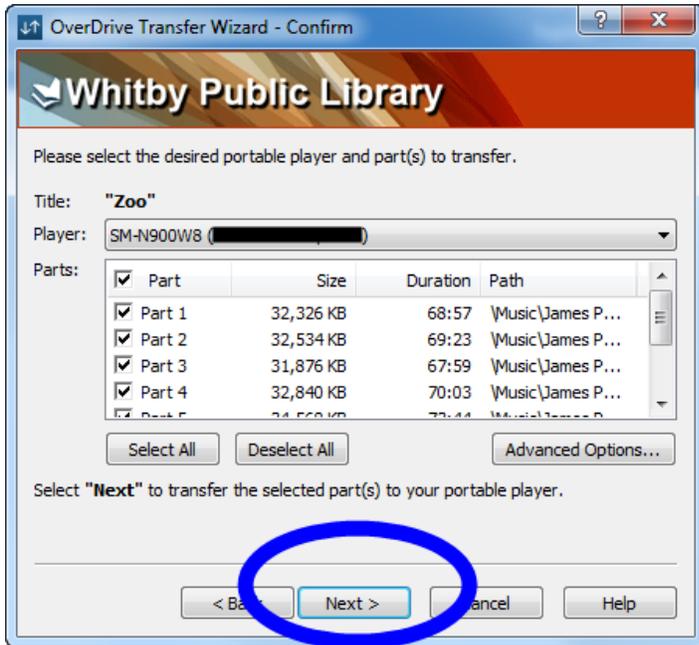
Once the eAudiobook has downloaded to the computer, you can transfer it to your iPod. Click once on the eAudiobook to select it, and then click on **Transfer** at the top of the window.



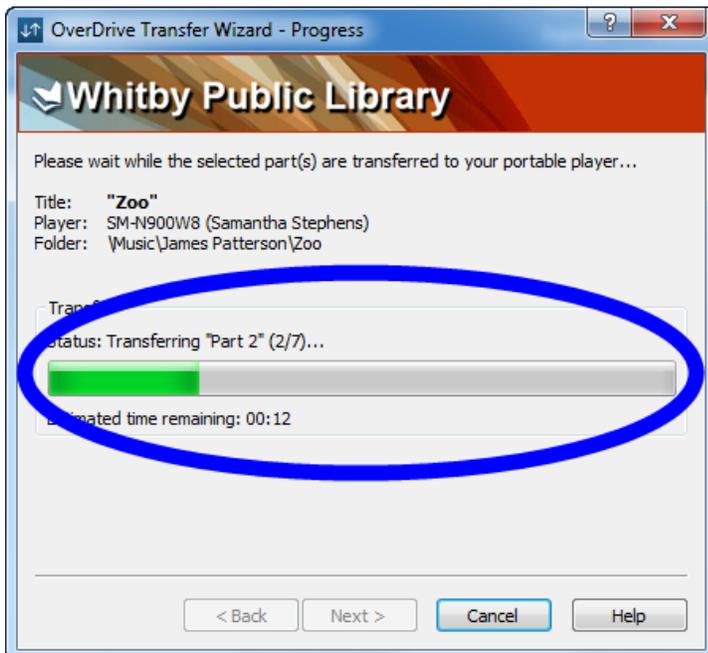
The **Transfer Wizard** will open in a small window. Click **Next**. At this point you must connect your MP3 player to the computer if you have not already done so.



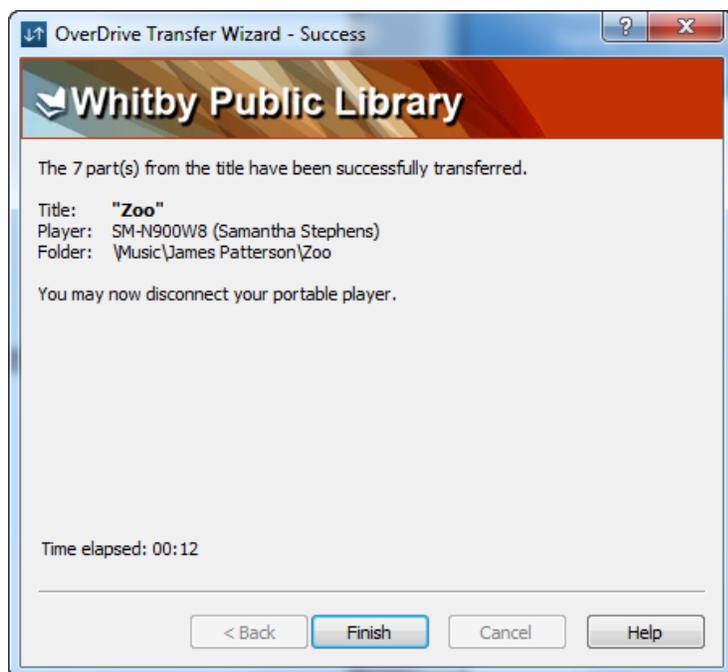
In the next window, leave all boxes selected, to ensure that the entire eAudiobook transfers to your device and click **Next**.



A small window will show you the progress of the transfer to the MP3 player, as well as where the file can be found on the device once the transfer is complete.



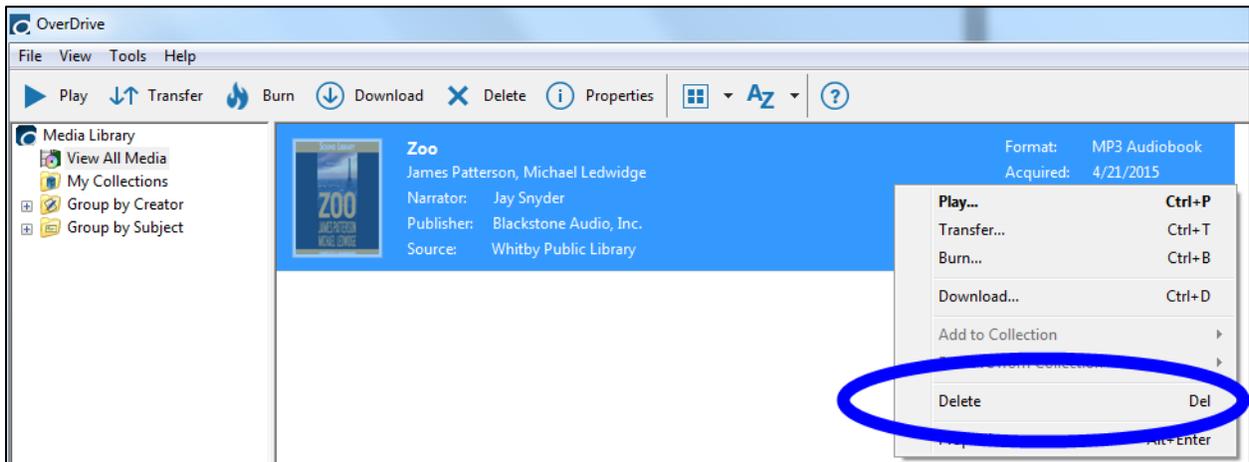
Once the transfer is finished, click on **Finish** and disconnect your MP3 player from the computer. Your eAudiobook is now ready for you to listen to!



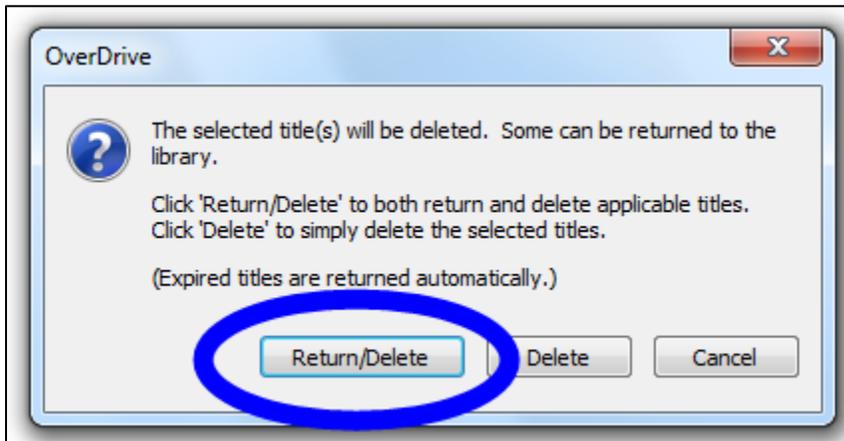
Returning eAudiobooks Early

All eAudiobooks return automatically at the end of the lending period. If you wish, you can choose to return an eAudiobook before the end of the lending period. To return an eAudiobook early, you must do so in the OverDrive Desktop Application.

In the OverDrive Desktop Application, right-click on the eAudiobook you wish to return early and select **Delete**.



Select **Return/Delete** to return your eAudiobook early. This will remove it from the OverDrive Desktop Application as well as your Whitby Public Library digital account.



Library Lending Policies

Check Outs

You may check out up to 12 eAudiobook/eBook titles. The lending period is 21 days.

Returns and Renewals

All titles will automatically return at the end of the lending period. Titles can be returned before they expire. Titles can be renewed if they are not on hold for another patron.

Please note that when renewing titles, you must re-download the eAudiobook/eBook to complete the renewal process.

Holds

If an item is not available, it is possible to place a hold on the item. Up to 12 items can be placed on hold.

When the title becomes available for you to check out, you will receive an email notification with a 72 hour period in which you must check out the eAudiobook. To check out your available eAudiobook, sign in to your **Whitby Public Library Digital Account** and visit the **Holds** page.

It is possible to turn on **Automatic Holds**. When Automatic Holds is **on**, eAudiobook holds will automatically be checked out to you as soon as they become available. You will receive an email notification when this occurs.

New Library Card Numbers

If you are issued a new library card and need to transfer your eAudiobook checkouts and holds to your new account, please contact support at digital@whitbylibrary.on.ca. Be sure to include your new library card number, your old library card number and your email address.